

## TRY THE COMMERCE WEBSITE



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Scroll down and click on Safety & Buildings Division in the Commerce Top 10 box to obtain, view or print the following:

- Code Copies, “Chapter Comm 45
- Registration Forms, “SBD-34 or SBD-5204”
- Specific Programs, “Mechanical Refrigeration”
- Staff Contact Information
- Inspector District Maps
- Status of your HVAC Contractor Registration
- Status of WI Refrigerant Handling Credential
- Refrigeration database records  
Under “Ability to Search S & B records”

## CODE CHAPTER REFERENCE

Comm Chapter 5, Credentials:

- WI HVAC Contractor Registration
- WI Refrigerant Handling Technician
- Contact 608-261-8500 for new credential applications or renewals
- Federal EPA 608 Certification / Tech Exam
- Contact hotline 1-800-296-1996

Comm Chapter 45, Mechanical Refrigeration:

- Registration of Installation
- Referenced National Standards
- Initial and/or Periodic Inspection
- Owner responsibility to obtain and maintain a Permit to Operate “PTO”
- Installation & Operation Requirements
- System Signage, Labels or Markings

SBD-10811-P (R 04/06)

## DEFINITIONS

**Certified Inspector** – person who holds a valid credential issued by the department under ch Comm 5 as a certified boiler-pressure vessel inspector.

**Inspection** – a unit or system inspection to assure construction / installation meets applicable codes.

**HVAC Contractor** - business registration required for servicing an ozone-depleting refrigerant system.

**Ozone-depleting refrigerant** - refrigerants classified as Class I and II Controlled substances per 40 CFR Part 82, Subpart A of Federal Regulations.

**PTO** – permit to operate is required to be obtained and maintained current by the mechanical refrigeration system owner or user and posted in machinery room.

**ANSI/ASME B 31.5, Refrigeration Piping** code standard that is adopted in Comm 45 for the design, fabrication and installation of refrigerant piping.

Contact ASME @ 1-800-843-2763 for purchase.

**Refrigerant handling technician** – “RHT” is a WI certified person who services any air conditioning or refrigeration equipment that contains ozone-depleting refrigerants.

**EPA 608 certification** – Federal certification for servicing “commercial” AC/refrigeration systems

**EPA 609 certification** – Federal certification for servicing automotive “mobile” air conditioning

**RRR equipment** – a machine that recovers, recycles and/or reclaims refrigerants

## Comm 45 – Mechanical Refrigeration

### INSTALLATION REGISTRATION REQUIRED

\*SBD-34 / Mechanical Refrigeration form

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Wisconsin  
Department of Commerce  
SAFETY AND BUILDINGS DIVISION

MECHANICAL REFRIGERATION INSTALLATION REGISTRATION  
Installing Contractor shall prepare this form in duplicate and distribute as follows:  
White - Send to Wisconsin Department of Commerce  
Safety & Buildings Division, Box 7302  
Madison, Wisconsin 53707-7302  
Yellow - Send to Owner who shall POST IT IN A CONSPICUOUS PLACE  
Pink - Retain for file.

REGISTRATION TYPE  
TYPE ☐ Self Contained ☐ Direct ☐ Indirect  
USE ☐ Air Cond. ☐ Chilling or Storage ☐ Heat.  
CAPACITY \_\_\_\_\_ TONS \_\_\_\_\_ H.P. \_\_\_\_\_  
TONE \_\_\_\_\_ H.P. \_\_\_\_\_  
REFRIGERANT \_\_\_\_\_ POUNDS \_\_\_\_\_  
IN SYSTEM \_\_\_\_\_  
DATE NO. \_\_\_\_\_

DISTRIBUTION PIPING  
☐ Steel ☐ Copper  
☐ Other \_\_\_\_\_

CONNECTIONS  
☐ Welded ☐ Flared  
☐ Brazed ☐ Other \_\_\_\_\_

INSTALLER INFORMATION  
User or Owner Name \_\_\_\_\_  
Street Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Installing Contractor Name \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Date Installation Completed \_\_\_\_\_ Contractor Telephone \_\_\_\_\_ Installer Signature \_\_\_\_\_  
H/VAC Contractor's (Signature) \_\_\_\_\_  
Date Registered \_\_\_\_\_  
Personal information you provide may be used for secondary purposes (Privacy Law, s.19.35(1)(b)).

SBD-34-E (R 04/06) (Rev. Date 03/07)

Note: Registration is mandatory for toxic and flammable refrigerant systems 10 ton and above or regular refrigerants 50 ton and above. Form submittal is the responsibility of the installer / contractor.

\*SBD-5204 / Welded Refrigeration Piping form

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Department of Commerce  
SAFETY AND BUILDINGS DIVISION

POWER PIPING / WELDED REFRIGERATION  
PIPING INSTALLATION REGISTRATION

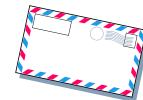
Check type of system being installed: ☐ Power Piping ☐ Welded Refrigeration Piping  
System Description: Include size code, size length or pipe weight and purpose of system (refrigerant, steam, etc.).  
☐ New ☐ Replacement ☐ Modification

INSTALLER INFORMATION  
User or Owner Name \_\_\_\_\_ Telephone # \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Installing Contractor Name \_\_\_\_\_ Telephone # \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Installer Designed By \_\_\_\_\_  
Certified Inspector Signature \_\_\_\_\_  
Employment \_\_\_\_\_  
In accordance with NAB, 2008: ☐ ANSI / ASME B 31.1 ☐ ANSI / ASME B 31.5  
Date Installed \_\_\_\_\_  
Maximum Design Pressure of System: \_\_\_\_\_  
Leak Test Pressure Applied: \_\_\_\_\_ Refrigeration: High Side \_\_\_\_\_ Low Side \_\_\_\_\_ Steam Piping: \_\_\_\_\_  
Test Type: ☐ Hydrostatic ☐ Pneumatic ☐ Other \_\_\_\_\_ Date Tested: \_\_\_\_\_  
I certify this system was installed and tested in accordance with Wisconsin Administrative Codes Chapter Comm. 45.05 as applicable.  
Date Installation Completed \_\_\_\_\_ Installer's Signature and Title \_\_\_\_\_  
Date Completed and Signed by Owner \_\_\_\_\_  
Installer must prepare this document and maintain on job site until completion of fabrication.  
Upon completion distribute as follows:  
White - Send to Safety and Buildings Division (address above) Yellow - Send to Owner Pink - Retain for File  
SBD-5204-E (R 04/06) (Rev. Date 03/07)

Note: Forms are available on the Commerce website. No submittal fee for registration but an inspection fee may be invoiced per Comm 2.13.

SUBMIT REGISTRATION FORMS TO:

Department of Commerce  
Safety and Buildings Division  
PO Box 7302  
Madison WI 53707



## INSPECTION REQUIRED

- \* Commercial Installations (refrigerant type)
  - 10 Ton or above (A2, A3, B2, B3 -Toxic or Flammable)
  - 50 Ton or above (A1, B1- Regular Refrigerants)
- \* External Inspection Performed on Equipment above.
- \* Welded Steel Ammonia Refrigerant Piping
  - At material delivery & prior to start of job

## PERIODIC INSPECTION & “PTO” REQUIRED

- \*Toxic-flammable refrigerant systems
  - 10 ton and above ... inspected annually
- \*Regular refrigerant systems
  - 50 Ton & above ... inspected every 3 yrs

Note: Single family and duplex installations are exempt from PTO requirements but contact your local authority for permit or inspection requirements in your area.

## WELDED REPAIR / ALTERATIONS

Repair and alterations to ASME stamped receivers or heat exchanger must be completed in accordance with the National Board Inspection Code (NBIC) by a valid National Board “R” stamp holder. All repairs and alterations shall be registered on the appropriate form with the National Board per Comm 41.62.

## Comm 5 – Credentials Required

### HVAC CONTRACTOR REGISTRATION & REFRIGERANT HANDLING REQUIRED

### HVAC CONTRACTOR REGISTRATION

\*Any company installing or servicing HVAC for human comfort or a refrigeration system that is charged with ozone-depleting refrigerants shall obtain this registration.

- \*HVAC Contractor is a “Business registration”
  - Initial Application ..... \$10.00
  - Registration/Renewal .. \$100.00 / 4 years

\*Reference Comm 5.70 for credential details.

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## REFRIGERANT HANDLING TECHNICIAN

- \*Refrigerant handling technician RHT card
  - Certification ... \$20.00 / 4 years
  - Proof of EPA Technician Certification

\*Reference Comm 5.72 for credential details.



Note: A copy of EPA Section 608 certification may be required with application for state issuance of refrigerant handling technician “RHT” card. Federal EPA rules apply for ozone-depleting refrigerant recovery, recycling and reclaiming. Questions on Federal regulations, **Contact EPA HOT LINE @ 1-800-296-1996**

## WISCONSIN CREDENTIAL QUESTIONS



Credential office @ **1- 608-261-8500**

## TECHNICAL QUESTIONS

Contact your area District Inspector at least 5 days in advance to arrange for inspection.

Mike Verhagen, Refrigeration Safety  
Commerce – Safety & Buildings Division  
141 NW Barstow St, 4<sup>th</sup> Floor  
Waukesha WI 53188

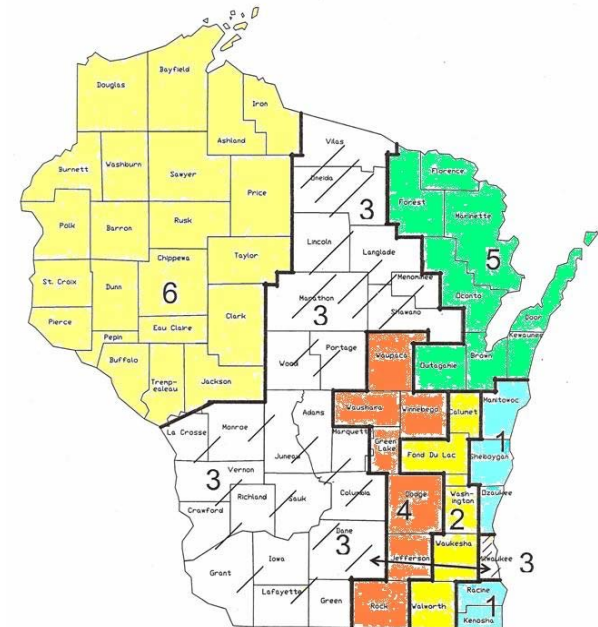
Telephone 262-548-8617  
Fax 262-548-8614

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# MECHANICAL REFRIGERATION

Safety & Building Division  
201 W Washington Avenue 4<sup>th</sup> Floor  
Madison WI 53703



## Inspection Districts

District 1  
David Homan  
262-424-1471

District 2  
Terence Waldbillig  
414-303-8575

District 3-Includes Milwaukee County  
Damarc-S  
866-361-4321

District 4  
Jon Wolf  
920-723-0032

District 5  
James Markiewicz  
920-428-9423

District 6  
Duane Leetch  
715-559-8817

Waukesha Office  
Michael Verhagen  
Plan Review  
262-548-8617  
Fax-548-8614

Madison Office  
Rick Merkle  
Supervisor  
608-266-3037  
Fax-267-9723